

U.S. DISTRICT COURT
EASTERN DISTRICT OF TEXAS
Tyler, Texas

POSITION VACANCY NOTICE

Position: Procurement Services Technician
Location: Tyler, Texas
Opening Date: August 2, 2009
Closing Date: August 10, 2009
Starting Salary: \$33,770 (CL 24/1)
Job Posting #: 2009-6

Position Description: The Procurement Technician is located in the clerk's office of the United States District Court and reports to the Procurement Supervisor. The incumbent provides support to the financial operations of the clerk's office and maintains required accounting records.

Qualifications:

Bachelor's Degree from an accredited college or university is preferred.

Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, terminology of financial administration is preferred.

Experience with Window, WordPerfect, Lotus 123 and a proficiency in Excel is desired.
The successful applicant will also possess strong interpersonal skill and be a team player.

Ability to communicate effectively (orally and in writing) with individuals and groups to provide information.
Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Position requires some physical demands and the applicant must be able to do some occasional heavy lifting.

There will also be some travel required.

Duties:

- Receive purchased supplies and check deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.
- Tag furniture and other office materials for the purpose of tracking inventory. Move, set up and examine furniture and equipment; report maintenance and repair problems to the General Services Administration.
- Assist with records management by filing, scanning and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools. Make lists of supplies to be ordered.
- Process invoices from a supplier and prepare payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies.
- Assist procurement specialist or supervisors with follow-up and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and

services.

- Maintain office equipment. Such as copiers, postage machines and other miscellaneous equipment.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statement according to established procedures.
- Receive, review, and process travel voucher and travel advance requests from court units. Check figures, posting and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the ***Guide to Judicial Policies and Procedures*** as they relate to proper disbursement.

The Court is an Equal Opportunity Employer. Employees of the U.S. Courts are entitled to benefits which include health and life insurance programs, scheduled holidays and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S. Only those applicants selected for an interview will receive communication from the court. The successful applicant is subject to a full background investigation. Interested parties should submit an Application for Judicial Branch Employment. <http://www.uscourts.gov/forms/AO78.pdf> to Jeanette Knight, Personnel, U.S. District Court, 211 W. Ferguson St., Tyler, TX 75702 or email to Jeanette_Knight@txed.uscourts.gov